FEDERAL BUREAU OF INVESTIGATION
FOI/PA
DELETED PAGE INFORMATION SHEET
FOI/PA# 1402070-000

Total Deleted Page(s) = 1
Page 32 ~ Duplicate;

XXXXXXXXXXXXXXXXXXXXXXXX
X Deleted Page(s) X
X No Duplication Fee X
X For this Page X
XXXXXXXXXXXXXXXXXXXXXXXX

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Mohr

DATE: October 27, 1958

FROM : W. S. Tavel

SUBJECT: PERFORMANCE RATING BOARD OF REVIEW

Tolson
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy
M. C. Sullivan

Under present Civil Service Commission (CSC) regulations there is a Board of Review in existence in each agency made up of a chairman, who is a representative of CSC; an agency member, representing the agency; and the member who represents the employees, whose responsibility it is to hear any appeals on performance ratings given at the regular annual rating period. The agency representative as distinguished from the member is to represent the Bureau in presenting the Bureau's case to the Board of Review in the event a performance rating of a Bureau employee was appealed to this Board of Review at any time. Although this Board of Review has been in existence for a considerable period of time we have not had any case before it.

The purpose of this memorandum is to recommend that Mr. W. S. Tavel replace Mr. H. L. Edwards as the Department (Bureau) Representative on this Board since Mr. Tavel is now the Bureau's Personnel Officer, having recently replaced Mr. Edwards.

The current members of the Performance Rating Board of Review for the Bureau with the replacement of Mr. Edwards by Mr. Tavel would be

Assistant Director John P. Mohr	Department Member
Assistant Director Quinn Tamm	Alternate Department Member
Mr. John W. Martin (Ident. Div.)	Employee Member
Mr. G. P. Rinaldue (Rec. & Comm.)	Alternate Employee Member
Mr. W. S. Tavel (Pers. Off.)	Department Representative

RECOMMENDATION:

That Personnel Officer W. S. Tavel be approved as the Department (Bureau) Representative on the Performance Rating Board of Review to replace Inspector H. L. Edwards. If this recommendation is approved it is suggested that the attached letter be forwarded to Mr. John E. Blann, Chairman, Board of Appeals and Review, U. S. Civil Service Commission.

CRD:lbh/mjs (8)
1 - Mr. Tavel
1 - Mr. Tamm
1 - Mr. Trotter
1 - Mr. Nease
1 - Mr. Mohr
1 - Mr. H. L. Edwards

NOV 3 1958

Performance Rating 67-033-468

10-28-58

Memorandum to Mr. Mohr
Re: 1959-60 United Givers' Fund Campaign

RECOMMENDATION:

That the Department be telephonically advised that Assistant Director Mohr will serve as this year's Chairman for the FBI and Personnel Officer W. S. Tavel as Vice Chairman.

Mr Albright advised
was so advised

8/26.

8/26

V.

OK

FD-281a (Rev. 12-9-57)

4519

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

9-17-59

I certify that I have received the following Government property for official use:

/~~returned~~/

Inspectors' Manual # 594
(Issued August 17, 1959)

RETURNED:

Inspectors' Manual # 66
(Issued August 15, 1956)

FILE
3-M
PER da

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

130

Very truly yours,

(Written Signature) William S. Tavel

(Typed Signature) William S. Tavel

FD-281a (Rev. 12-9-57)

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

12-9-59

I certify that I have received the following Government property for official use:

~~returned~~

Position Classification Manual #3
(issued 8-13-59)

RETURNED

Position Classification Manual #118
(issued 12-3-56)

FILE
3-M

PER

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

Very truly yours,

(Written Signature) William S. Tavel

(Typed Signature) William S. Tavel

140

FD-289 (3-28-56)

PAST SAFE DRIVING RECORD CERTIFICATION

TO BE FILLED IN BY OPERATOR

NAME OF OPERATOR (PRINT - LAST, FIRST, MIDDLE INITIAL): TAVEL WILLIAM S.

DATE: 6/19/59

DIVISION AND SECTION ASSIGNED: ADMINISTRATIVE DIV. PERSONNEL SECTION

POSITION TITLE: PERSONNEL OFFICER. INSPECTOR

THIS IS TO CERTIFY THAT I PRESENTLY [☑] HOLD [ ] DO NOT HOLD A VALID MOTOR VEHICLE OPERATOR'S PERMIT OR DRIVER'S LICENSE.

PERMIT ISSUED BY: (STATE, TERRITORY POSSESSION, DISTRICT) VIRGINIA

PERMIT NUMBER: 9G-8959

PERMIT EXPIRES: 7/31/59

THIS IS AN UNRESTRICTED ~~(RESTRICTED)~~ PERMIT. (IF RESTRICTED, EXPLAIN BELOW)
(STRIKE OUT ONE)

THIS FURTHER CERTIFIES THAT DURING THE PAST THREE YEARS I HAVE DRIVEN A MOTOR VEHICLE (GOVERNMENT OR PERSONALLY OWNED) APPROXIMATELY 25,000 MILES. DURING THIS TIME (A) I [ ] HAVE [☑] HAVE NOT RECEIVED A TRAFFIC VIOLATION TICKET; (B) I [ ] HAVE [☑] HAVE NOT BEEN HELD AT FAULT* AS THE DRIVER OF A MOTOR VEHICLE INVOLVED IN A TRAFFIC ACCIDENT. IF AFFIRMATIVE ANSWER, PLEASE EXPLAIN IN ADJACENT SPACE GIVING NUMBER AND DATES OF OFFENSES.

* "AT FAULT" MEANS ANY CASE IN WHICH RESPONSIBILITY IS CONCEDED BY EMPLOYEE OR HIS INSURANCE COMPANY OR LIABILITY IS FIXED BY DULY CONSTITUTED AUTHORITY.

William S. Tavel
SIGNATURE OF OPERATOR

TO BE FILLED IN BY REVIEWING OFFICIAL

NAME OF REVIEWING OFFICIAL (PRINT - LAST, FIRST, MIDDLE INITIAL): SMITH, CHARLES 2.

POSITION TITLE: SA

DATE: 7-16-59

THE PERSONNEL FILE OF THIS EMPLOYEE HAS BEEN REVIEWED AND REFLECTS THE FOLLOWING INFORMATION CONCERNING THE OPERATION OF A MOTOR VEHICLE ON OFFICIAL BUSINESS DURING THE PAST THREE YEARS:

[ ] CONTINUOUS SAFE DRIVING RECORD

[ ] INVOLVED IN TRAFFIC ACCIDENT AND FOUND AT FAULT **

I CERTIFY THAT THIS EMPLOYEE IS:

[X] QUALIFIED ON THE BASIS OF HIS SAFE DRIVING RECORD TO OPERATE MOTOR VEHICLES ON OFFICIAL BUSINESS.

[ ] NOT QUALIFIED AND MUST DEMONSTRATE HIS QUALIFICATIONS BY SATISFACTORILY PASSING A ROAD TEST EXAMINATION BEFORE OPERATING A MOTOR VEHICLE ON OFFICIAL BUSINESS.

REMARKS:

138

67-MOT REC UNIT
2 JUL 22

** "AT FAULT" MEANS ANY CASE IN WHICH THE BUREAU HAS TAKEN DISCIPLINARY ADMINISTRATIVE ACTION AGAINST THE EMPLOYEE.

C. 2. Smith
(SIGNATURE OF REVIEWING OFFICIAL)

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MOHR

DATE: June 19, 1959

FROM : W. S. TAVEL

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: INTERVIEWS BY SCREENING COMMITTEE

In connection with the interviews conducted by the Screening Committee, consisting of Inspectors H. L. Edwards, W. C. Sullivan and myself, we have run into a rather unusual situation in that Inspector Sullivan is on an extended trip on official business and is not expected to return to Washington until about the end of the first week in July. Inspector H. L. Edwards begins three weeks' annual leave tonight and it will, therefore, be impossible to convene even a two-man committee for interviews during the next several weeks. There are several agents who are due for consideration for promotions during this period and I feel that rather than hold up the interviews until the return of Inspectors Edwards and Sullivan, I should go ahead and conduct any necessary interviews during this period by myself. A similar situation may also arise during August since I will be on three weeks' leave during the latter part of that month and Mr. Edwards will be out of town attending an American Bar Association meeting the last week in August.

It is felt, therefore, that on those occasions when two members of the committee are on leave or out of the city, the third member should be authorized to conduct interviews for the purpose of determining the qualifications for advancement of any agents who are being considered for promotions or any other urgent cases necessitating immediate action prior to the return of the two absent members.

Inspectors Sullivan, Edwards and I have conducted sufficient interviews together so far so that I feel that all three of us are well acquainted with the thinking of the other members of the committee, their views as to the various qualifications necessary and, therefore, any one member should be able to properly evaluate an agent's advancement potential if necessary to conduct interviews alone. Naturally, if any question arose as to the results of the interview, as to the complete suitability of the agent interviewed, he would be rescheduled for interview by the full committee before a final decision as to appropriate action was made. These interviews by one committee member alone would be held to those instances where the other two members were actually absent from the city and there appears to be an urgent reason for conducting the interview prior to their return.

WST:lae (4)
1 - W. C. Sullivan
1 - H. L. Edwards
94

2 auto copies 7-7-59

RECOMMENDATIONS:

1. That authority be given for me to conduct interviews of those agents who are due for promotional consideration prior to the return of Inspectors Edwards and Sullivan.

2. That in the future, any one of the committee members be authorized to interview agents when the other committee members are absent from the city and some urgent reason exists to conduct the interview prior to their return.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Mohr

DATE: June 15, 1959

FROM : W. S. Tavel

SUBJECT: GRAND MASTER KEY

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

For some time there have been two Grand Master door keys in the Personnel Section which will unlock any of the offices in the Justice Building.

One has been kept in the Tel Kee Cabinet for the Personnel Section and the other in the Division Mail Room.

The purpose of the former key is so that anyone on duty in the Personnel Section at night or on week ends or holidays and having to secure admittance to any of our offices on the fourth, fifth or seventh floor will have no difficulty in doing so. The purpose of the latter key is that the Mail Room opens at 8:00 a.m. or earlier daily and the employee on duty prior to 9:00 a.m. finds some of the offices on the fourth and fifth floors locked when he goes around to collect signature mail and having the Grand Master key available is very convenient and the fact that it is the Grand Master is more convenient than if there were two Floor Master keys, one for the fourth floor and one for the fifth.

RECOMMENDATION:

It is recommended the Personnel Section be permitted to keep these two Grand Master keys, the one in the Tel Kee cabinet being charged to me and the one in the Mail Room being charged to SA W. E. Clark.

WEC:mvt
(4)
1 - Mr. Newman
1 - Mr. Gibson

Noted in Property Section 6/17/59

54

2 autostats made 6/17/59

234
72

File

1 auto copy 6-24-59

FD-281a (Rev. 12-9-57)

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

Date: 6-18-59

I certify that I have received the following Government property for official use:
~~returned~~

fr. Bu S & W Military and Police Revolver # [redacted]
Holster and adapter for above

b7E

RETURNED: to Bu 5-1-

Colt Official Police Revolver # [redacted]
Holster and adapter for above

FILE
3-M
PER da

JUN 20 1959

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

Very truly yours,

(Written Signature) William S. Tavel

(Typed Signature) William S. Tavel

5 cl

FD-281a (Rev. 12-9-57)

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

6/3/59

I certify that I have received the following Government property for official use:
/~~returned~~/

D. C. Official Parking Permit, Expires 6-30-60

FILE
3-M
PER LFL

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

Very truly yours,

(Written Signature) William S. Tavel

(Typed Signature) William S. Tavel

FD-281a (Rev. 12-9-57)

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

6/17/59

I certify that I have received the following Government property for official use:
~~returned~~

GRAND MASTER KEY
(tel kee cabinet per memo Tavel to Mohr 6-15-59)
copy attached

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

Very truly yours,

(Written Signature) William S. Tavel

(Typed Signature) W. S. Tavel

Jlh 3/66

FD-281 (Rev. 10-3-56)

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

Date: 6/17/59

I certify that I have received the following Government property for official use:
~~returned~~

Nurses' Manual #2
Time and Attendance Manual #206
469 - Key to Room #4545
334 - Key to Room #4543
458 - Key to Room #4545-1 Closet
363 - Key to Room #4525 Closet (3) — 1 closet Key; 2 floor Cupboard Keys
116 - Key to Room #5264 Closet
349 - Key to Room #4725
515 - Key to Closet 4519 Closet

FILE
3-M
PER FLB

64

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

Very truly yours,

William S. Tavel

William S. Tavel

Mr. Mohr 6-12-59

W. S. Tavel

RADIO PERSONNEL NEEDS
San Juan Division

An urgent need exists for a GS-7 radio employee in San Juan to replace Robert B. Reger, who resigned 5-2-59. Files and Communications Division has advised that Gottlieb Fred Thomas, a GS-7 Radio Communications Officer presently assigned to the Midland, Virginia, Radio Receiving Station, is available for and interested in the San Juan assignment and can be released shortly after 7-1-59. Thomas has not yet been certified for the GS-7 Electronic Maintenance Technician (EMT) position. Nevertheless, it still seems his transfer would be in the Bureau's best interests since there are no radio employees in the field who could be transferred without being replaced, while Thomas' loss could be absorbed. Furthermore, the only two men at SOG certified for the EMT GS-7 position are expected to qualify for GS-9 positions within six months to a year and to transfer either of them to San Juan where there is no available GS-9 would limit their promotional opportunities.

Position Classification Unit has advised there is not presently on record a GS-7 radio position in San Juan but that Thomas could be carried out of assignment for 120 days, at which time his technical qualifications would be re-evaluated. Instructions would then be issued regarding the type of position description to be prepared and if Thomas does not qualify for the EMT GS-7 position, a combination type GS-7 position would be set up until such time as he does qualify at the EMT GS-7 level.

RECOMMENDATION:

That Gottlieb Fred Thomas be transferred from SOG to San Juan in Grade GS-7, with no change in grade or salary, at Government expense. If you approve, he will be carried out of assignment for a period of 120 days, at the end of which time his qualifications will be re-evaluated and the position to which he will be permanently assigned established. Thomas should depart for San Juan as soon after 7-1-59, as possible.

b4

1 - Mr. E. W. Walsh (Sent Direct)
1 - Mr. R. L. Millen (Sent Direct)
1 - Mr. A. C. Frank (Sent Direct)
1 - Personnel file of Gottlieb Fred Thomas

HJB: (6)

May 8, 1959

~~PERSONAL~~

Mr. William S. Tavel
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Tavel:

I do want to thank you sincerely for your letter of May 7 commenting upon some of the aspects of the recent inspection which you made of the Training and Inspection Division.

I can assure you that I had not at any time any impression that there was the slightest motivation upon your part of any personal animosity in the observations and recommendations which you made.

It is, of course, of the utmost importance that when inspections are made of any unit of the Bureau, there be not only a most penetrative inquiry conducted, but that it be thoroughly objective and there be absolute accuracy in any finding so that there can develop no legitimate controversy pertaining to the same.

Sincerely,

S Edgar Hoover

JEH:EDM (3)

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

MAY 21 1959

MAIL ROOM ☐ TELETYPE UNIT ☐

SENT FROM D. O.
TIME 11:09 AM
DATE 5-11-59
BY

Mr. Tolson
Mr. Belmont
Mr. DeLoach
Mr. McGuire
Mr. Mohr
Mr. Parsons
Mr. Rosen
Mr. Tamm
Mr. Trotter
Mr. W.C.Sullivan
Tele. Room
Mr. Holloman
Miss Gandy

May 7, 1959

Honorable John Edgar Hoover
Director
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Hoover:

I deeply regret the inconvenience which has been caused you by the criticism which Mr. Tamm has made of my inspection of the Training and Inspection Division. I shall not impose further on your time by asking to see you personally, but I did want to assure you that when I was given that assignment, I determined that my inquiries would be as thorough and penetrative as I could make them, since I know that is what you desire. I tried to set out the facts exactly as I found them, to be scrupulously honest and fair in my evaluations, and to keep uppermost in mind the best interest of the Bureau, letting what is essential, rather than merely convenient or desirable, be the basis of my recommendations.

If the impression has been created by this criticism that my findings or recommendations were in the slightest motivated by some malice or personal animosity, it is entirely erroneous, since I bear none. My conclusions would have been the same, irrespective of individuals involved, because they appeared to me to be the only logical ones which could be drawn, after an objective analysis of the facts which I presented. I attempted conscientiously to report the favorable aspects, as well as the unfavorable, which I believe my summary reflects, and to make my recommendations constructive, not merely critical.

You may be certain that in future assignments, as in the past, I shall continue to base my actions solely on what I feel will best serve the Bureau from the standpoint of economy, efficiency, and discipline, without courting popularity, or permitting myself to be swayed by personal feelings of any type. I shall continue to do the job the way I think you would want it done.

Sincerely,

William S. Tavel

William S. Tavel

ack 5/8/59

EXP. PROC.

MAY 7 1959

-233

MAY 18 1959

File

FD-185 (Rev. 12-13-56)

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

Name of Employee: WILLIAM S. TAVEL

Where Assigned: Administrative (Division) — Personnel Section (Section, Unit)

Official Position Title: Inspector (Personnel Officer)

Rating Period: from April 1, 1958 to March 31, 1959

ADJECTIVE RATING: OUTSTANDING
Outstanding, Excellent, Satisfactory, Unsatisfactory

Employee's Initials _____

	Signature	Title	Date
Rated by:	[illegible]	Assistant Director	4-10-59
Reviewed by:	Clyde A. Tolson	Associate Director	4-10-59
Rating Approved by:	J. Edgar Hoover	Director	4-10-59

TYPE OF REPORT

(X) Official
(X) Annual

( ) Administrative
( ) 60-Day
( ) Transfer
( ) Separation from Service
( ) Special

232

3-

NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION.
UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

WILLIAM S. TAVEL
INSPECTOR - PERSONNEL OFFICER
ENTERED ON DUTY SEPTEMBER 8, 1941
ADMINISTRATIVE DIVISION

Mr. Tavel is the Bureau's Personnel Officer and as such is responsible for directing, co-ordinating and administering the Bureau's entire personnel program, which encompasses approximately 14,000 employees. The superior manner in which Mr. Tavel has handled these heavy responsibilities, as well as other administrative and executive positions occupied by him in the past, clearly indicates he is a man of unusual capabilities.

He is a deep-thinking executive who rationalizes every move. He possesses exceptional patience, yet is decisive, logical and positive in his actions. He has a tremendous capacity for work and has the intelligence and balance to judiciously resolve a large volume of delicate and complex matters. He is forward thinking and constantly presents methods of streamlining, improving and effecting greater economy in our operations. He has initiated numerous programs that have resulted in more effective personnel policies and procedures. Mr. Tavel thrives on hard work, likes a challenge and seems to do his best when under heavy pressure.

This executive has made an intensive study of matters relating to policies and procedures as they affect the Bureau's personnel program and has always been alert to methods that might effect even greater improvement in this program. Extreme devotion to duty and loyalty to the organization have evidenced themselves throughout his entire career. He has made major contributions to vital programs undertaken by the Bureau in connection with the promotion of important activities which were initiated for the benefit of the Bureau and its employees. His understanding nature, keen intellect, solid reasoning and engaging personality make him ideally suited to serve as the Bureau's Personnel Officer.

Mr. Tavel has enjoyed an enviable record of fine accomplishments, in every position occupied by him. He thinks things through and uses unusually fine judgment in every facet of his work. He has a dogged determination which has resulted in the implementation of many new ideas designed to improve the Bureau's operations, policies and procedures. He has displayed unusual imagination and ingenuity in his work and has clearly indicated he possesses all attributes desired of a high-ranking Government official. Mr. Tavel is highly respected by his associates and has a reputation for insisting upon maximum efficiency from his subordinates, yet he is highly respected by them and this is

due primarily to his straightforwardness and sincere determination to serve the best interests of the Bureau.

In every respect Mr. Tavel has been an outstanding Bureau official. He is a true public servant who has directed all of his talents and energies to the superior performance of his assigned tasks. He has served the Bureau, the Department and the Government with distinction and from every standpoint merits this Outstanding performance rating.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MOHR

DATE: 5/12/59

FROM : W. S. TAVEL

SUBJECT: WILLIAM S. TAVEL
Accident - Personally Owned Car

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

With regard to the accident which happened on May 3, 1959, in which my car was struck by one driven by Alton Penn, in Alexandria, Virginia, I attended a hearing in traffic court in Alexandria, Virginia, this morning at which Penn plead guilty of reckless driving. His license was suspended for 90 days and he was fined $50, $40 of which was suspended. As I pointed out previously, no charge had been made against me. During the course of the hearing the Judge did not inquire as to my employment and I did not mention it.

My car has been repaired by Penn's insurance company and I feel that this completely settles the matter, and I see no reason why the Bureau should be involved in any way.

For information.

WST:lae
(2)

67-215575-231

MAY 11 1959

File
5-9-59

May 11, 1959

MEMORANDUM FOR MR. TOLSON

Today I saw Inspector William S. Tavel of the Administrative Division, who called to express appreciation for the Outstanding rating which he recently received together with a cash award of $400. Mr. Tavel makes an excellent personal appearance, seems to be intensely interested in his work, and I would rate him above average.

I discussed with Mr. Tavel generally the recent inspection which he made of the Training and Inspection Division. I told him that I considered that all in all, it was a job well done, but I knew by now he realized he had to lean over backwards to be meticulously accurate in any statements or findings in inspection work. Mr. Tavel stated he certainly realized this and regretted that there had been some controversy as a result of the inspection which he made of the Training and Inspection Division.

Very truly yours,

/s/ JEH

John Edgar Hoover
Director

230

5 MAY 12 1959

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

JEH:EDM (5)

8 MAY 14 1959

MAIL ROOM ☐ TELETYPE UNIT ☐

SENT FROM D. O.
TIME 1:45 pm
DATE 5-11-59
BY

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Mohr DATE: 5-8-59

FROM : F. D. Hereford FDH per RED

SUBJECT: WILLIAM S. TAVEL
Inspector (Personnel Officer)
Administrative Division
EOD 9-8-41; GS-16, $14,190
Non-Veteran; Not in Reserve
Not on Probation

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

This is a brief, concise summary of Mr. Tavel's record for the Director's use.

A review of his file reflects that he entered on duty on 9-8-41 as a Special Agent, is presently in grade GS-16, $14,190 per annum, has been assigned to the Administrative Division since 7-9-50, is 43 years old, is married and has two children. In the past year he has been commended on one occasion and censured on one occasion. The Director last saw him on 9-25-58 and advised that Mr. Tavel called to express his appreciation for his designation as Personnel Officer (9-12-58). The Director discussed his new assignment with him and also the Director desired that he be promoted to grade GS-16. He was promoted to the position of Inspector (Personnel Officer), $14,190 per annum in GS-16, on 9-25-58.

On 3-31-59 Mr. Mohr rated him OUTSTANDING. By letter dated 5-7-59 he received a CASH AWARD in the amount of $400.00 in recognition of his outstanding performance from 4-1-58 to 3-31-59.

His daily average overtime for October, 1958, 3 hours 14 minutes; November, 3 hours 14 minutes; December, 2 hours 5 minutes; January, 1959, 2 hours 34 minutes; February, 2 hours 33 minutes; March, 3 hours 47 minutes.

He does not list any offices of preference.

RECORDED - 11 5 MAY 1959 229

memo Mr. Tolson
5/11/59
J. E. Hoover

FDH/jas
(2)
ATTACHMENT (PERMANENT BRIEF)

76

8 MAY 14 1959

May 7, 1959

~~PERSONAL~~

Mr. William S. Tavel
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Tavel:

It certainly gives me much pleasure to advise you that you have been afforded an Outstanding performance rating covering your services from April 1, 1958, to March 31, 1959, which has been approved by the Efficiency Awards Committee of the Department. A copy of this rating is enclosed which you may retain.

In recognition of the splendid manner in which you have discharged your heavy responsibilities I have approved an incentive award for you. There is enclosed a check in the amount of $328.00, which represents an award of $400.00 less withholding tax. You have carried out your assignments superbly, and I am most appreciative of your valuable services.

Sincerely yours,

J. Edgar Hoover

MAILED 8
MAY 7 1959
COMM-FBI

MAY 7 1 39 PM
FBI
READING ROOM

NEM:pah
(4)
Enclosures (2)

1 - Mr. Mohr (Personal Attention)
Based on memo from Mr. Mohr to Mr. Tolson 4/23/59, CRD:ksa.

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

MAIL ROOM ☐ TELETYPE UNIT ☐

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. J. P. MOHR DATE: 5/4/59

FROM : W. S. TAVEL

SUBJECT: ACCIDENT
PERSONALLY OWNED AUTOMOBILE

Tolson
Belmont
Dalbach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

On 5/3/59, at 8:45 p.m., while I was driving my personally owned car, I was struck at the intersection of Royal and Montgomery Streets in Alexandria, Virginia, by a 1954 Chevrolet belonging to Mrs. Edith R. Davis, 204 Park Avenue, Alexandria, and driven by her son, Alton Lewis Penn, who is in the Navy stationed at Norfolk, Virginia, on U.S.S. Laffey.

There were three other passengers in his car and all stated that they were not injured. After the accident I noted a soreness in my neck and right shoulder but otherwise felt no ill effects.

I was proceeding west on Montgomery Street and, as I cleared the building line I heard the screech of tires and saw Penn entering the intersection going north on Royal Street. He was already skidding when I first saw him and was going at a high rate of speed. The accident was investigated by Officer William H. Sutton of the Alexandria Police Department, who measured Penn's skid marks at 60 feet, 8 inches. Penn estimated his speed at 30 - 35 miles per hour (speed limit at that intersection is 25 miles per hour). There is a stop sign on Royal Street for traffic going north and Penn did not stop. He was charged with reckless driving and there will be a hearing on May 12, 1959, at 10 a.m., 126 North Fairfax Street, Alexandria, Virginia, on this charge, at which I will have to appear.

I was going 10 - 15 miles per hour as I entered the intersection, having just turned on to Montgomery Street from North Fairfax, one block back. I was able to stop in approximately one car length and Penn traveled 30 feet into the intersection before striking me. No charge was made against me by Officer Sutton.

67-215526 - 227

Officer Sutton inquired as to my occupation and I advised him of my employment with the Bureau. I do not anticipate any embarrassment to the Bureau from this, but will keep the Bureau advised of any pertinent developments.

RECOMMENDATION: None. This is being submitted for information purposes.

cc-Mr. J. I. Cavanaugh

5/4

WST:DMG
(4)

Mr. Tolson 4-23-59

J. P. Mohr

HOWARD B. FLETCHER
TRAINING & INSPECTION DIVISION

LEO J. GAUTHIER
ADMINISTRATIVE DIVISION

WILLIAM C. SULLIVAN
DOMESTIC INTELLIGENCE DIVISION

WILLIAM S. TAVEL
ADMINISTRATIVE DIVISION

INSPECTORS - OUTSTANDING ANNUAL PERFORMANCE RATINGS

There are attached for approval by the Director annual performance ratings for Inspectors Howard B. Fletcher, William C. Sullivan, Leo J. Gauthier and William S. Tavel covering the period from April 1, 1958, through March 31, 1959, rating their services as Outstanding. Mr. Tamm signed the rating for Inspector Fletcher, Mr. Belmont for Inspector Sullivan and I for Inspectors Tavel and Gauthier as rating officials. Information appearing on these reports appears to justify the Outstanding ratings.

Should you approve, it is suggested that these ratings be signed by you as the reviewing official and it is respectfully suggested that thereafter the Director sign them on the line commencing "Rating Approved by:" as the approving official. The original and copy of each rating should be signed. Thereafter these ratings must be submitted to the Department for approval by the Efficiency Awards Committee. Upon approval, they will then be returned to the Bureau and in accordance with the performance rating plan, copies will be directed to these men for their retention. They will also be entitled to cash incentive awards under the provisions of the incentive awards plan. Awards of $400 each have been approved for recipients of Outstanding ratings in similar positions in the past and it therefore appears that awards of this amount would be appropriate this year. Should you agree, the necessary checks will be drawn and letters prepared for the Director's signature following the return of the ratings from the Department.

RECOMMENDATION:

1. It is recommended that the attached Outstanding performance ratings be approved and that the Director sign the original and copy of each rating and upon approval by the Department, each Inspector be approved for an incentive award of $400.

2. It is recommended that attached memorandum go forward to Deputy Attorney General Walsh transmitting the Outstanding ratings for final approval by the Efficiency Awards Committee.

Enclosures CRD:ksa (8)
1 - Personnel File of William C. Sullivan
1 - Personnel File of Leo J. Gauthier
1 - Personnel File of William S. Tavel

Mr. Lawrence E. Walsh
Deputy Attorney General

April 23, 1959

Director, FBI

HOWARD B. FLETCHER
WILLIAM C. SULLIVAN
LEO J. GAUTHIER
WILLIAM S. TAVEL
Inspectors
Federal Bureau of Investigation
Outstanding Performance Ratings

There are enclosed the annual performance ratings on Messrs. Howard B. Fletcher, William C. Sullivan, Leo J. Gauthier and William S. Tavel, Inspectors of the Federal Bureau of Investigation, covering the period from April 1, 1958, through March 31, 1959, wherein they have been given adjective ratings of Outstanding.

In accordance with existing requirements, these ratings are transmitted for final approval by the Efficiency Awards Committee of the Department. I would appreciate it if you would promptly advise me when the ratings have been approved, in order that they can be considered official. To facilitate such processing, my signature on the ratings as approving official will also serve as approval in my capacity as a member of the Efficiency Awards Committee.

Enclosures (4)

CRD:ksa
(7)
1 - Personnel File of William C. Sullivan
1 - Personnel File of Leo J. Gauthier
1 - Personnel File of William S. Tavel

NOTE: Based on memo from J.P. Mohr to Mr. Tolson, 4-23-59, CRD:ksa.

YELLOW
DUPLICATE
APR 23 1959
MAILED

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Mohr

DATE: 1-19-59

FROM : W. S. Tavel

GENERAL

SUBJECT: EMPLOYMENT OF THE PHYSICALLY HANDICAPPED

Tolson
Boardman
Mohr
Mease
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

My memorandum of 4-12-57 reported that Mr. John W. Adler, personnel officer in the Department, in a memorandum to the Director dated 4-8-57 referred to Departmental Circular No. 903 of the U. S. Civil Service Commission which provided for the designation of a coordinator for the employment of the physically handicapped. Mr. Adler enclosed a copy of the circular and requested the Bureau to designate a coordinator and advise the Department of the identity. A coordinator had been designated for the Department and an additional coordinator was to be designated for each bureau and large field establishment, and the level of the coordinator should be such as to insure full cooperation in this program. It is necessary from time to time for the coordinator to attend meetings in connection with the present program regarding employment of the physically handicapped.

My memorandum of 4-12-57 recommended that you be designated as the Bureau's coordinator and that Mr. H. Lynn Edwards, then the Bureau's personnel officer, be designated as alternate coordinator. This recommendation was approved by the Director.

Inasmuch as Mr. Edwards has been transferred to Mr. Tolson's office, and I have replaced him as personnel officer, it is felt that I should be designated as the alternate coordinator and the Department advised in order that their records may be current.

RECOMMENDATION:

It is recommended that the attached memorandum to Mr. Adler be approved advising the Department of the designation of W. S. Tavel as the alternate coordinator to replace Mr. H. Lynn Edwards.

1 - Mr. Tavel
1 - Mr. H. L. Edwards

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MOHR

DATE: 3/4/59

FROM : W. S. TAVEL

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: AUTOMOBILE ACCIDENT

On February 2, 1959, while driving to work in my father's car I made a left turn on Memorial Parkway. I had my left blinker signal in operation at the time and the woman driving the car behind me stopped as I slowed for a left turn. As I was completing the left turn the car behind this woman failed to stop and ran into the rear end of her car. There was no contact with my car and I do not feel that I was involved in this accident.

On February 26, 1959, my father received a request for a report of the accident from the Safety Responsibility Section of the Department of Vehicles and Traffic, District of Columbia. I inquired as to the necessity for filing such a report as I did not feel I was involved in the accident and was told that a ruling required such report under these circumstances. I have, therefore, filed the report and have notified my insurance company of the matter. I have not heard anything from the drivers of the cars.

RECOMMENDATION:

This is submitted for information purposes.

WST:lae
(2)

67-215524-226
Serialized Number 1
1 MAR 5 1959

28

File
3-

5 MAR 6 1959

Mr. Tolson
Mr. Belmont
Mr. DeLoach
Mr. McGuire
Mr. Mohr
Mr. Parsons
Mr. Rosen
Mr. Tamm
Mr. Trotter
Mr. W.C.Sullivan
Tele. Room
Mr. Holloman
Miss Gandy

The Christian Science Monitor

AN INTERNATIONAL DAILY NEWSPAPER
Published by The Christian Science Publishing Society
One Norway Street, Boston 15, Massachusetts

EDITORIAL DEPARTMENT

Feb. 19, 1959

Mr. J. Edgar Hoover, Director
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Hoover:

It has certainly made me happy to have your cordial letter of Feb. 16. Please accept my sincere thanks for your generous comments on the Monitor story on fingerprinting.

I should like to take this opportunity also to add my heartfelt thanks to those you have already received from my brother, William S. Tavel, for the beautiful flowers you sent to our Mother's service in December. It was a tribute to her that touched me more deeply than I can say.

Sincerely,

Emilie Tavel

Emilie Tavel
Mass.

215528-225
3 FEB 26 1959
94 31
FEB 24 1959
MAR 2

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tavel

DATE: 12-23-58

FROM : C. R. Davidson

SUBJECT: ERROR IN CORRESPONDENCE

Tolson
Belmont
Mohr
Tease
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

An error was detected in the Reading Room in letter of commendation to SA Bruce P. Fisher, Philadelphia office. Letter was improperly addressed to Mr. Bruce A. Fisher instead of Mr. Bruce P. Fisher. This error was in connection with the case involving William Arthur Walls, a badly wanted fugitive who was located in an apartment at Philadelphia during the early morning hours of 12-8-58. SA Irving R. Dean was injured while endeavoring to effect the apprehension of the fugitive who was killed during the apprehension attempt.

The incident occurred last Saturday morning, and early that morning I was telephonically instructed by you to come to the office to supervise the preparation of communications to personnel of the Philadelphia office. It was at first understood that the letters would be prepared under Saturday's date and after arriving at the office, I obtained the names of nine employees of the Philadelphia office to be recognized and then instructed Misses Kayren S. Robison and Carol M. Trostle to come to the office to perform the necessary clerical duties attendant thereto.

Upon the arrival of the girls at the office, I furnished the names of the nine employees to be recognized to them and instructed them to call their personnel files and to check the proper names of the employees from the files. All files were procured and the names checked with the exception of SA Fisher. His file was charged out, whereupon I instructed them to call the Movement records for his official name. This was done by Miss Robison who orally furnished the information to Miss Trostle who prepared and typed the letter in question. After the letters had been typed and initialed, word was received that they were not to be sent through under Saturday's date but were to be held up until the memo prepared in the Investigative Division recommending eight commendations and one incentive award had been approved by the Director.

67-307532-2

The memo in question was returned with the Director's approval at about 5:30 p.m. on 12-16-58, whereupon I immediately instructed the letters be redated and sent through the first thing the following morning under date of 12-17-58. The letter to SA Fisher was initialed by Miss Trostle as the preparer and typist and was approved by me, then you, and then Mr. Travers for Mr. Mohr.

Miss Robison who telephonically procured information regarding the official name of SA Fisher from the Movement records on Saturday cannot now recall whether the initial "A" or "P" was furnished to her nor does Miss Trostle specifically recall which initial was furnished to her by Miss Robison; however, the rough draft of the letter prepared by her reflects the name of Bruce "A." Fisher at the top. She did not

CRD:dpm
(2)

3-ake

have any background material available at the time the letter was prepared and all work done by her at that time was on the basis of information orally furnished to her. Since she did not have the file in this instance and was acting on oral information, and since it appears that the initial "A" was given to her, it is recommended that she not be censured. Miss Robison should not be subject to censure because it cannot be conclusively established that the proper initial for this agent was given to her in the first place nor can it be positively stated that she erroneously furnished the wrong initial to Miss Trostle.

It might be mentioned that both Miss Robison and Miss Trostle are extremely conscientious employees who came to the office very cheerfully last Saturday to work on this assignment, although it was at a distinct personal inconvenience for them to do so.

RECOMMENDATIONS:

1) Since neither the background material nor the file was available to Miss Trostle at the time she prepared and typed this letter and since she was acting on oral instructions to prepare the letter without the file or material, it is recommended that no action be taken as far as she is concerned.

OK
1-7-63

2) Since the background material was available reflecting the proper middle initial of SA Fisher when the letters were finally sent through on 12-17-58, it is recommended that review errors be scored against you, Mr. Travers, and myself.

OK
1-7-63

William S. Tavel

December 1

Mr. Tolson
Mr. Belmont
Mr. Mohr
Mr. Nease
Mr. Parsons
Mr. Rosen
Mr. Tamm
Mr. Trotter
Mr. W.C.Sullivan
Tele. Room
Mr. Holloman
Miss Gandy

Mr. John Edgar Hoover
Director
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Hoover:

I want to express my appreciation for your telegram of condolence on the occasion of my Mother's passing last week, and the beautiful floral piece, which was given the place of honor. Both Mother and Dad have always been tremendously proud of my association with the Bureau, and I'm sure Mother would have been pleased to know of your expressions of support and sympathy. Dad and others commented that it was indeed a sign of greatness when a man in your position displays the solicitous concern for the personal problems of his associates that your wire and flowers indicated. Dad, my sister and I received great comfort from them.

In fact, the many kind cards, flowers and other tokens of understanding and affection from my friends in the Bureau were somewhat overwhelming. They once again proved to me what a wonderful feeling of companionship exists in this organization which has been built under your inspiring leadership and of which we are all so proud.

Sincerely,

William S. Tavel

William S. Tavel

EXP. PROC.

DEC 12 1958

DEC 18 1958

67-215528-224

Searched ____ Numbered ____

9 DEC 16 1958

THREE

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: 12/8/58

FROM : J. P. MOHR

SUBJECT:

Tolson
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

This is to advise that flowers have been sent to Demaine's Funeral Home from J. Edgar Hoover and Associates for the mother of Inspector William S. Tavel.

JPM:DW
(2)

67-215528-223

DEC 11 1958

December 7, 1958

PLAIN TEXT

TELEGRAM URGENT

MR. WILLIAM S. TAVEL
703 SOUTH ROYAL STREET
ALEXANDRIA, VIRGINIA

I WAS VERY SORRY TO LEARN OF THE DEATH OF YOUR MOTHER AND WISH TO EXPRESS TO YOU MY DEEPEST SYMPATHY IN YOUR BEREAVEMENT. YOUR MANY FRIENDS AT THE BUREAU JOIN ME IN THIS EXPRESSION OF HEARTFELT SORROW TO YOU AND YOUR FAMILY. IF THERE IS ANYTHING THAT WE CAN DO TO BE OF ASSISTANCE, PLEASE DO NOT HESITATE TO CALL ON US.

222

J. EDGAR HOOVER

1 - Mr. Mohr - Personal Attention
1 - Leave Unit

TJN:bdw
-5-

12 DEC 9 1958

NOTE:

Mr. Tavel's mother passed away on the evening ~~of 12/6/58~~. She had been critically ill of cancer. This telegram is being sent to Mr. Tavel's father's address in Alexandria where he will be today. The remains of Mrs. Tavel are at Demaine's Funeral Home, Alexandria. Information concerning funeral plans have not been received and arrangements for sending flowers will be made early on 12/8/58.

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Tetter
Sullivan
Room
Tieman

MAIL ROOM ☐ TELETYPE UNIT ☑

FEDERAL BUREAU OF INVESTIGATION
U.S. DEPARTMENT OF JUSTICE
COMMUNICATIONS SECTION

DEC 7 1958

WESTERN UNION

FD-281a (Rev. 12-9-57)

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

12-1-58

I certify that I have received the following Government property for official use:
~~returned~~

Manual of Instructions #660

Manual of Rules and Regulations #1479

FILE
3-M
PER da

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

Very truly yours,

(Written Signature) William S. Tavel

(Typed Signature) William S. Tavel

67 NOV 26 AM 10 53
8 DEC 1958

UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON 25, D. C.

IN REPLY PLEASE REFER TO
BAR:EPH:dc

November 5, 1958

Tavel
5

Honorable John Edgar Hoover, Director
Federal Bureau of Investigation
United States Department of Justice
Washington 25, D. C.

Dear Mr. Hoover:

This acknowledges the receipt of your letter of October 28, 1958, reporting that Mr. W. S. Tavel has been designated to replace Mr. H. L. Edwards as Department Representative in connection with the statutory Performance Rating Board of Review for the Federal Bureau of Investigation. Our records have been noted to reflect this change.

Sincerely yours,

John E. Blann, Chairman
Board of Appeals and Review

GT-215528-221
5 NOV 6 1958

THE FEDERAL CIVIL SERVICE
75 YEARS OF SERVICE TO AMERICA
1883-1958

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MOHR

DATE: 8/26/59

FROM : W. S. TAVEL

SUBJECT: 1959-60 UNITED GIVERS' FUND CAMPAIGN

Tolson
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

Mr. John W. Adler, Personnel Director in the Department and Vice Chairman of the Department's United Givers' Fund (UGF) Campaign, by memorandum dated 8/21/59 requested that we immediately appoint a Chairman and Vice Chairman for the captioned campaign. Mr. Adler advised that the Attorney General has accepted an invitation from Secretary Neil McElroy, Chairman of the Governmental Unit, to serve as Chairman for the Department. It was pointed out that the Campaign officially opens on October 1, 1959, but in order to assure raising 100 per cent of the quota at the earliest possible date, solicitations in the Department would begin after the general meeting on September 17, 1959. The general meeting which Mr. Adler refers to is the kickoff rally which is held for all keymen of the Government each year at the Departmental Auditorium. Mr. Adler furnished copies of keymen enrollment forms (copy attached) and requested that they be executed and forwarded to the Department no later than August 26, 1959.

Mr. William Gilks, Manager for the Government Unit of the UGF Campaign, advised that it would not be necessary for the Bureau to have the enrollment forms executed inasmuch as we do the collecting on pledges. Mr. Gilks stated that these forms are furnished to all Government agencies as a general proposition so that they could contact the keyman if there is any problem with regard to the keyman's collection of pledges. In this regard, Mr. Raymond Albrecht, in the Department, was advised of Mr. Gilks' instructions. However, all divisions at the Seat of Government and the SAC at WFO have been contacted and requested to appoint a Division keyman to represent their respective divisions so that we will be able to get underway with the Bureau's campaign on September 17, 1959. Mr. Albrecht advised that it would be satisfactory to advise them of the Bureau's over-all Chairman and Vice Chairman on August 28, 1959.

Inasmuch as you have served as Chairman for FBI UGF Campaigns in the past, it is felt that your name should be furnished as Chairman and Personnel Officer W. S. Tavel as Vice Chairman.

The UGF Quota Committee has not yet arrived at the individual Department quotas but you will be immediately advised as soon as they do so. With regard to the kickoff rally, September 17, 1959, we have not yet received an invitation for our keymen to attend. You will, of course, be kept fully advised with regard to pertinent matters relating to the forthcoming campaign.

RWB:jkp/aab
(3)
1-C. L. Rogers
Enclosure

100-358254-223

18 OCT 1959

(Over)